



ATLANTA CITY COUNCIL

07- C -1618

CLETA M. WINSLOW

COUNCILMEMBER
DISTRICT 4

55 TRINITY AVENUE, S.W.
CITY HALL, SUITE 2900
ATLANTA, GEORGIA 30303
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MEMORANDUM

TO: LISA BORDERS, PRESIDENT
Atlanta City Council
All Members of City Council

FROM: Council Cleta Winslow *CW*

DATE: July 11, 2007

RE: Appointment to the Atlanta Commission on Women

Please find attached the resume of Helen D. Jenkins whom I am submitting as my appointment to the Atlanta Commission on Women.

Ms. Jenkins has been active in her community of Pittsburgh for a number of years. I know that with her experience, she will be a positive asset to the Commission.

Thank you,

Cc: Ms. Rhonda D. Johnson, Clerk

Helen D. Jenkins

1078 Sims Street SW, Atlanta, Georgia 30310, 404-753-8065, E-mail: helend@toast.net

Profile

Flexible and versatile-able to maintain a sense of humor under pressure. Diplomatic and tactful at all levels. Accustomed to handling sensitive, confidential matters and materials. Team Player, Enthusiastic, Motivated, Self Starter, Facilitator

Experience

August 1982-October 2006

Education and Support Specialist, Allstate Insurance Company

Provided accurate and timely information and assistance to all Allstate employees. Enhanced the Allstate customer experience by making it easier for our customers to do business with us. Identified strengths and determined how to maximize my contribution to the company, department, and team objectives through the employee development plan, Learning Resource Network (LRN) and outside educational courses. Provided education and resources needed to improve overall quality. Developed self and others to drive technology to the next level. Plan and prioritize accurate and timely communications, trend analysis, training needs and action plans, classroom and one on one training, interpret rules, processes and procedures, troubleshoot system problems, build and maintain positive relationships and plan effective meetings.

September 1974-March 1982

Audit Analyst/Group Leader, Liberty Mutual Insurance Company

Developed premium audits for all lines of casualty insurance, training and supervisory duties.

Education

June 1984 National Business Institute, Atlanta, Georgia, Travel Agent Certificate

1970-1972 Knoxville College, Knoxville, Tennessee, Bachelor of Arts, Health and Physical Education

1968-1970 Selma University, Selma, Alabama, Associate of Science Degree

Extra Activities And Involvements:

Chairperson, Pittsburgh Community Improvement Association (PCIA), Board of Directors NPU-V Health & Human Services Committee, Mortgage Fraud Focus Group, Pittsburgh Community Trees Committee, Angel Food Ministries-St. Paul AME Church, Pittsburgh Community Redevelopment Plan, Beltline Project
Resident Leadership Facilitation Workshop, Court Watch Training, Neighborhood Watch And Deputy Program, Neighborhood Data Advisory Group (NDAG), Blueprints- Pittsburgh Community Design, More Bricks Than Mortar-Expanding the Foundation to Build Community, People and Vision

References

References are available on request.

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